

Technical Branch
Sub-Professional Compliance and Planning Group
Contract Compliance Series

CONTRACTS COMPLIANCE SPECIALIST

08/88

Summary

Under general supervision, implements, monitors and enforces contract compliance requirements on City projects; performs related duties as required.

Typical Duties

Participates in construction contract pre-bid and pre-award conferences to assist contractors and sub-contractors with contract compliance requirements, provisions and scheduling to meet federal regulations; develops, assembles and distributes sample compliance forms, letters and materials for contractors and advises in the proper reporting of data; maintains records on construction projects.

Ensures compliance with non-discriminatory employment practices by contractors and sub-contractors; reviews affirmative action plans and recruitment and selection practices to insure compliance with equal employment regulations; may serve as Fair Housing Officer for the City of El Paso and maintains liaison with tenants and HUD by receiving complaints alleging violations of the Fair Housing Act and referring them to HUD; may answer questions pertaining to Fair Housing and prepares and presents training programs about the Fair Housing Act to tenants.

Reviews payrolls, reports and conducts interviews with employees of prime and sub-contractors to ensure compliance with wage regulations; discusses irregularities or deficiencies with project supervisor.

Advises contractors in the preparing and maintenance of compliance records; makes recommendations to improve the efficiency of compliance operation; reviews and updates clauses as required in compliance with federal and state requirements; maintains log of submittals made by construction contractors; maintains a filing system of official contract documents and contract correspondence; prepares bidder's contract packages; coordinates with the purchasing department in scheduling advertisements, bid openings and award of contract(s) and small purchases; as required, prepares and updates contract status reports of contractors; as assigned, performs pre-award surveys to determine contractor(s) physical and/or financial capabilities, and history of successful performance in such work; prepares reports as required.

Deals with the public relative to non-compliance complaints; conducts job site visits or inspections of City projects; investigates alleged violations and complaints and takes appropriate corrective action or recommends further administrative or legal action. Maintains liaison with contractors sub-contractors, business representatives, Federal, State, County and City agencies.

Minimum Qualifications

Training and Experience: Completion of a Associate's degree in Business or Public Administration, Management or related field and four years of administrative experience (experience in Equal Employment and/or Affirmative Action preferred); or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of construction, industry and building trade unions; good knowledge of construction, industry and building trade unions; good knowledge of the principles and practices of bookkeeping and payroll, good knowledge of the ethnic make-up of the work force in the El Paso area; good knowledge of laws concerning discriminatory employment practices.

Ability to make arithmetical calculations; ability to read and understand contracts, project manuals and proposals; ability to express oneself clearly and concisely, orally and in writing; ability to enforce equal employment requirements and affirmative action programs with firmness, tact and impartiality; ability to prepare and deliver public presentations; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to prepare reports and maintain files.

Physical Requirement: Standing, sitting, mobility within an office environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Operator's License.

Director of Personnel

Department Head